

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

Out-of-State Institutions and
In-State Proprietary Institutions Offering Instruction in Indiana
with a Physical Presence in the State

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	<u>Mid-America College of Funeral Service</u>	
Name of Program	<u>Bachelor of Science in Funeral Service Management</u>	
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)	<u>BS</u>	
Name of Person Preparing this Form	<u>Lauren M. Budrow</u>	
Telephone Number	<u>812-288-8878</u>	<u>Application Type</u>
Date the Form was Prepared	<u>July 1, 2015</u>	Initial
(Revise date after any revision)	Revised: 8/24/2015	

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

Mid-America College of Funeral Service would like to offer a Bachelor of Science degree in Funeral Service Management that has upper level course offerings in funeral service-related topics. This advanced degree would allow AAS degree graduates from this institution (and other ABFSE accredited institutions) a well-rounded education in topics that directly relate to the profession in which they will be employed. The decision to add this degree stems from employer feedback. Leaders within the funeral service profession feel that associate degree graduates need additional course work in the rapidly changing areas of the death care industry. A Bachelor of Science degree in Funeral Service Management includes higher level courses in the specific field of study that would benefit both the student and the employer.

This bachelor's degree is designed for the working funeral service apprentice or licensee. So students can work full-time while employed, this degree can be accomplished online through Mid-America College. Prior to licensure, graduates must complete an apprenticeship in their specific state. Graduates may find themselves employed great distances from the Jeffersonville, IN location, and those graduates who have attained licensure may be unable to take the time away from their work to attend classes on campus. Minnesota and Ohio currently require licensees to have a bachelor's degree in order to be licensed, and there are currently 7 other mortuary schools offering a Bachelor of Science degree, and only one school of mortuary science that offers an entire bachelor's degree in funeral service online.

Phase I – Complete General Education Requirements (48 quarter credits)

Areas to include: Humanities, Natural Sciences, Math, Business, and Social Sciences

The general education courses can be completed at other institutions and transferred in, or taken at Mid-America College. Students can transfer up to the 48 credits in equivalent courses where they have earned a C or greater.

Phase II – Complete the Funeral Service Core Courses (88 quarter credits)

An Associate of Applied Science in Funeral Service is complete at this point. Students of other ABFSE accredited funeral service programs may transfer core course credit towards this degree. Graduates must take and pass both sections of the National Board Examination for Funeral Service as a prerequisite for continuing on to earn the BS degree.

Phase III – Complete the BS degree in Funeral Service Management (44 quarter credits)

These BS required core courses can be completed online so the graduate can work, apply course knowledge in his/her current workplace while earning money and completing requirements towards specific state licensure. Upon successful completion of the program students will be awarded a Bachelor of Science degree in Funeral Service Management.

Mid-America College currently offers a total of 44 courses. The breakdown is as follows:

- 10 general education courses on campus
- 10 general education courses online
- 24 funeral service courses on campus

22.7% of total course offerings
are available online

The new courses would expand that number to 53 courses. The breakdown would be as follows:

- 10 general education courses on campus
- 10 general education courses online
- 24 funeral service courses on campus
- 9 funeral service courses online

35.8% of total course offerings
would be available online

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, course number, and number of credit hours or clock hours for each course.

Name of Program: _____ **Bachelor of Science in Funeral Service**

Total Course Hours: 180 Check one: Quarter Hours 180

Semester Hours _____

Clock Hours _____

Tuition : **\$3700/quarter** Length of Program: 8 quarters (if full-time)
(or \$250/credit) (per credit if part-time)

GENERAL EDUCATION:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GE-HUM 115	English Grammar and Composition	5
GE-HUM 215	Advanced Composition and Business Communications	5
GE-SOC 134	Sociology I	5
GE-SOC 244	Sociology II	5
GE-BUS 127	Business Mathematics	5
GE-BUS 275	Introduction to Business	5
GE-SCI 154	Science Survey I	4
GE-SCI 254	Science Survey II	4
GE-SOC 145	United States History I	5
GE-SOC 245	United States History II	5

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SPECIALTY COURSES:		
<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BFS 310	Thanatology	5
BFS 320	Experiencing World Religions for Funeral Service	5
BFS 330	Intercultural Appreciation for the Funeral Service	5
BFS 340	Workplace Communications for Funeral Service	5
BFS 350	Hospitality and Event Planning for Funeral Service	4
BFS 360	Entrepreneurship: Funeral Home Ownership	5
BFS 370	Marketing Funeral Service – Inside the Box	5
BFS 380	Fundamentals of Preneed Sales	5
BFS 390	Stress Management for the Funeral Professional	5
SS 333	Funeral Service History	3
BM 354	Communications	4
BM 324	Small Business Management	4
PHT 314	Embalming I	4
PHT 345	Pathology	5
PHT 334	Anatomy I	4
SS 444	General Psychology	4
LER 413	Law I (Mortuary Law)	3
BM 415	Mortuary Administration I (Funeral Directing)	5
PHT 414	Embalming II	4
PHT 464	Microbiology	4
PHT 434	Anatomy II	4

SS 543	Psych and Counseling	3
LER 513	Law II (Business Law)	3
BM 513	Mortuary Administration II (Merchandising)	3
PHT 524	Restorative Art I	4
PHT 554	Chemistry I (inorganic)	3
BM 535	Accounting	5
SS 655	Funeral Service Sociology	5
PHT 682	Senior Project	2
BM 613	Mortuary Administration III (Marketing)	3
PHT 623	Restorative Art II	3
PHT 652	Chemistry II (organic)	3
BM 683	Capstone Review	3
		132

Number of Credit/Clock Hrs. in Specialty Courses: 132 / 180 Percentage: 73%

Number of Credit/Clock Hrs. in General Education: 48 / 180 Percentage: 27%

If applicable:
Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The Mid-America College library is open to students during regular office hours, Monday-Friday from 7:00am-4:00pm. Classes occur from 7:30am-1:20pm Monday-Thursday so students have access to the library for extended time after their classes and then all day on Fridays. Our librarian is part-time and comes in to assist students on Tuesdays, and when students or instructors have requested her assistance on non-regularly scheduled days during the week. Mid-America College has a Destiny software account with Follett and students can access additional materials when they are not on campus.

Through Mid-America College's online Destiny library, students can have access 24/7 to more than 9 million high-quality MARC records for print materials. The database is continuously updated with new records, allowing students improved search results with the addition of reading and interest

levels, subject headings, summary and content notes, and review sources. The system has a federated search tool that allows students to search resources simultaneously with a single search. By presenting a single, familiar interface for searching these data sources, our students will find the information they need quickly and effectively, and will have available valuable research databases. Other content enrichment services to titles in the Destiny library collection include: content with cover photos, title profiles, table of contents, brief summaries, author notes, first chapter or excerpts, and published reviews.

2. Number of volumes of professional material:

The Mid-America College library has approximately 900 titles onsite. These titles range across all course content within the curriculum: history, management, grief and bereavement, English grammar, sociology topics.

3. Number of professional periodicals subscribed to:

Because funeral service is a small profession, the number of professional periodicals available is limited. We provide the main publications within the funeral industry:

- Dodge Chemical
- The Director
- Southern Calls
- International Cemetery, Cremation and Funeral Association
- American Cemetery
- Funeral Business Advisor
- Connecting Directors
- Wilbert Updater
- Casket & Funeral Supply Association of America

4. Other library facilities in close geographical proximity for student access:

The Jeffersonville Township Public Library is located at 211 E Court Ave, Jeffersonville, IN 47130, which is approximately 3.0 miles away from Mid-America College.

The Louisville Free Public Library has multiple locations in the Louisville area, the closest of which is located at 301 York Street Louisville, Kentucky 40203, which is approximately 6.0 miles away from Mid-America College.

**** Include all required documentation pertaining to the qualifications of each instructor.**

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**Supplementary Information on
Licensure, Certification, and Accreditation**

Institution: Mid-America College of Funeral Service

Degree Program: Bachelor of Science in Funeral Service Management

Location: Jeffersonville, IN

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure?

Yes. See the link for the IN State Board of Funeral and Cemetery regulations:

http://www.in.gov/pla/files/SBFCS_January_2015_EDITION.pdf

If so, please identify

The specific license(s) needed: Funeral Director and Embalmer

The State agency issuing the license(s): Indiana Professional Licensing Agency, or whatever particular state where the graduate intends to practice.

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Professional Certification

What are the professional certifications that exist for graduates of similar program(s)?

This is a program designed for graduates to obtain licensure to practice funeral service and embalming. There are other certifications available to funeral service professionals, such as the Certified Funeral Service Practitioner (CFSP) from the Academy of Funeral Service Professionals, Celebrant certification, Cremation Arranger certification, and Crematory Operator certification. The International Cemetery, Cremation and Funeral Association (ICCFA) provides the Cremation Arranger and Operator certificate training for Mid-America College students at no additional cost to the student.

Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?

Yes.

If so, please identify

Each specific professional certification: CFSP, Cremation Arranger, Crematory Operator, Celebrant.

The national organization issuing each certification:

- ICCFA Cremation Arranger and Crematory Operator certificates

- Cremation Association of North America
- Academy of Funeral Service Practitioners
- Insight Institute

Please explain the rationale for choosing each professional certification:

Cremation is a nationally growing aspect of funeral service. It is imperative that graduates of funeral service degree programs understand the process of cremation, know the unique products available to families who choose cremation for disposition, and learn how to communicate and plan specialized events that are often associated with memorial services following cremation.

With the rise in secularization, celebrant services are becoming increasingly popular. Students must be aware of alternate officiants to offer to families when making funeral arrangements. Mid-America College does not provide the celebrant training, but it does educate students on the value of the celebrant in the funeral. Oftentimes graduates will leave mortuary school and pursue the celebrant training so they can perform graveside services when clergy have not been requested.

Currently, Indiana requires 10 hours of continuing education every 2 years for funeral directors to maintain their license in the State. It is being proposed that this number of hours be increased to 30 hours every 2 years. Continuing education is not only necessary for licensing, it sets up a system of having a profession that is committed to life-long learning on the various topics surrounding funeral service. The Academy of Funeral Service Practitioners offers the CFSP certification. This certification is granted after a member has earned an initial 180 hours of continuing education. Members are then required to earn an additional 20 hours every year to stay current. Mid-America College students are able to jump-start this certification by applying their mortuary education towards the initial 180 hours.

Please identify the single course or a sequence of courses that lead to each professional certification?

The entire funeral service curriculum is geared towards continued learning.

1. The Communications courses focus on how to speak publicly and in a private funeral arrangement setting. This prepares students for the celebrant training where they will also be speaking in front of small or large gatherings.
2. The Marketing for Funeral Service and the Mortuary Administration courses prepare students for how to present cremation and more traditional products and services to families.
3. The Religion and Sociology courses prepare students for the various cultures and religious preferences they will see when serving families. Many religions prefer cremation and being aware of those preferences helps a student become a better service provider.

Many of the courses can be applied towards gaining the CFSP certification already mentioned.

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Professional Industry Standards/Best Practices

Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)?

If so, please identify

The program incorporates the guiding principles and standards of the funeral industry. This includes curricular concentration areas and integrity and ethical standards. There is a certain expectation of professionalism and a skillset for graduates from a funeral service program: entry-level embalming

abilities, knowledge of restorative art practices, small business management, legal and ethical obligations, skills to arrange funeral services, and the knowledge of anatomical structures and functions of the human body. Mid-America College requires its students to behave in a professional manner that aligns with the values of the profession.

The Indiana Funeral Director Association has a Code of Ethics it holds the State's licensees to:

<http://www.infda.org/code-of-ethics>

Additionally, the National Funeral Director Association has a Code of Professional Conduct for all funeral service practitioners: <http://nfda.org/about-nfda-/code-of-professional-conduct.html>

The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate: From the American Board of Funeral Service Education curriculum outlines

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Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? YES

If so, please identify the specialized accrediting agency: Mid-America College and its current funeral service education offerings are accredited by the American Board of Funeral Service Education (ABFSE). Mid-America College is assessed and reviewed on a regular basis to ensure that we are meeting the standards set forth by the ABFSE.

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Transferability of Associate of Science Degrees

Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:

Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution? YES

If so, please list the baccalaureate degree(s): Bachelor of Science in Funeral Service Management

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Job Titles

List specific job titles and broad job categories that would be appropriate for a graduate of this program:

- Funeral Director and/or Embalmer
- Funeral Home Manager
- Embalming Supervisor
- General Manager

A Bachelor of Science in Funeral Service Management degree gives Mid-America College graduates a competitive advantage for initial hire. This degree may also increase the opportunities for a newly licensed practitioner to move into a management role sooner than without the additional education.

The bachelor's degree makes current graduates more attractive to prospective employers. It may not be necessary to have a BS degree to obtain licensure in some states, but with Indiana considering making a bachelor's degree the minimum requirement for licensure it would be a benefit to Indiana students to be able to complete their entire BS degree at Mid-America College.